

PLANS EXAMINER

DISTINGUISHING FEATURES

The fundamental reason the Plans Examiner exists is to perform professional level review of plans for new construction, alterations and repairs to ensure compliance with City codes and requirements, and national standards. Provides technical advice and assistance to architects, engineers, and contractors on code compliance and engineering problems and to field inspectors in the interpretation of construction plans and in the resolution of construction code interpretation and engineering problems. This classification is not supervisory. Plans Examiner's work is performed under the general direction of a Coordination Manager in Planning Systems.

ESSENTIAL FUNCTIONS

Reviews and examines complex residential and commercial plans and specifications to determine if they comply with life safety and engineering provisions of city and national codes and standards. Provides alternative design criteria and solutions to non-conforming plans.

Performs engineering computations to analyze design solutions.

Identifies inadequacies found on construction documents and specifications and outlines corrective remedies to conform to adopted codes and regulations.

Manages the review of project construction documents from initial submittal through approval of final plans, and through the construction phase.

Investigates the suitability of materials and methods of construction for compliance with construction codes.

Responds to questions submitted by the public, which are related to construction codes and regulations, engineering standards, city policies and procedures.

Holds conferences with developers, owners, architects, and engineers relating to plan design data, code interpretations, engineering regulations and the resolution of design problems affecting life safety.

Demonstrates continuous effort to improve operations, streamline work processes, and works cooperatively and jointly to provide quality seamless and consistent customer service.

Be a motivated employee with ability to self study to update his/her knowledge of construction with evolving technology, and changes of codes and regulations.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Construction, standard construction materials, design analysis and design concepts.

Engineering as applied to specific fields of construction projects.

Nationally recognized codes and standards and related city ordinances.

Ability to:

Comprehend and make inferences from written material and verbal and/or written instructions.

Communicate effectively (verbally and in writing).

Establish and maintain effective working relationships with all levels of City staff, the design and construction community and the public. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Operate a variety of standard office equipment including a computer terminal, a variety of computer software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Use professional judgment and common sense in the application and enforcement of the intent of codes and regulations and engineering principles.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to (depending on position assignment): a bachelor's degree in Architecture; Structural, Architectural or Civil Engineering; or related fields and three years of experience in the construction industry related to the review or design of specific types of construction projects; or Registration in the State of Arizona as an Architect or Engineer with three years of experience in review or design of specific types of construction projects; or certification as plans examiner by a national agency and three years of experience in the construction industry related to the review or design of specific types of construction projects.

FLSA Status: Non-exempt

HR Ordinance Status: Classified